

# Training Spotlight



## Meet Our Team

Visit our [Statewide Training Contacts](#) webpage to view classes and instructors.

For confidential training records, classroom training requests, and inquiries specific to Personnel Specialist training, contact Michael Berlanda at [mberlanda@sco.ca.gov](mailto:mberlanda@sco.ca.gov).

For eLearning and internal training suggestions and comments, contact Nicole Sheley at [nsheley@sco.ca.gov](mailto:nsheley@sco.ca.gov).

## Suggestion Box

As we continue to expand our scope, we will use [Spotlight](#) to announce changes, updates, new training offerings, and helpful tips and hints.

Please email newsletter content suggestions to [PPSDTraining@sco.ca.gov](mailto:PPSDTraining@sco.ca.gov).

The Statewide Training Unit is committed to supporting a successful employee learning experience through the delivery of relevant training in the most effective and efficient method for conveying critical job knowledge and skills.

## CLASSROOM TRAINING — NEW!

The **Garnishments Documentation** class is back in the classroom this past September and it's a HIT!



We would also like to share that the **Lump Sum Refresher** class is available; be sure to attend **Lump Sum Deferral** first.

Review the class descriptions, prerequisites, and supplemental job aids (STD 639 and STD 639CFS forms) at [http://www.sco.ca.gov/ppsd\\_st\\_training\\_program.html](http://www.sco.ca.gov/ppsd_st_training_program.html) and register at [http://www.sco.ca.gov/ppsd\\_trainingreg.html](http://www.sco.ca.gov/ppsd_trainingreg.html).

## HELPFUL TOOLS

- The **Full Month Lump Sum Calculator** will help you calculate the maximum amount an employee can use to defer into their 401(k)/457 plan.
- The **Partial Month Lump Sum Calculator** will help you calculate the number of days of lump sum to be paid in that month. This amount will determine the maximum amount an employee can use to defer into their 401(k)/457 plan.



Find these helpful tools at [http://www.sco.ca.gov/ppsd\\_lump\\_sum\\_calculators.html](http://www.sco.ca.gov/ppsd_lump_sum_calculators.html).

## TRAINING COORDINATORS

Open Enrollment for the third trimester of 2017 begins **Friday, December 1, 2017**.

Please register your students at [http://www.sco.ca.gov/ppsd\\_trainingreg.html](http://www.sco.ca.gov/ppsd_trainingreg.html).

Remember to make sure your employees meet all prerequisites prior to enrolling them in classes. If you are a new training coordinator or have new contact information, please email PPST Training at [ppsdtraining@sco.ca.gov](mailto:ppsdtraining@sco.ca.gov) to update your information.

## PERSONNEL SPECIALISTS

Remember Document Cut-Off Dates for 2017 Calendar Year-End Processing. [https://sco.ca.gov/Files-PPSD-Letters/2017\\_p17-015.pdf](https://sco.ca.gov/Files-PPSD-Letters/2017_p17-015.pdf). To make sure the 2017 Form W-2 Wage and Tax Statement is correct, the State Controller's Office (SCO) must receive the listed documents by the cut-off dates listed in the above letter.



Affordable Care Act System Updates and Changes—To be compliant with the Internal Revenue Service's (IRS) mandated Affordable Care Act (ACA) employer shared responsibility provisions, the SCO must collect and report accurate 1095-C data. In an effort to provide the most accurate data, SCO has made updates in the Affordable Care Act System (ACAS). Refer to Personnel Letter #17-027. [https://sco.ca.gov/Files-PPSD-Letters/2017\\_e17-027.pdf](https://sco.ca.gov/Files-PPSD-Letters/2017_e17-027.pdf)

## PAM UPDATE!

We are currently editing Sections 2 and 3 of the PAM. We hope the edits to Section 3 will make the Required/Conditional Charts easier to read.

Please stay tuned!